

BRENTWOOD BOARD OF SELECTMEN  
MINUTES OF 10/21/08

Convened: 6:30 p.m.

Present: David Menter  
Kevin Johnston  
Jeffrey Bryan  
Andrew Artimovich  
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register.

Jonathan Ellis was in to present the weekly Treasurer's report.

The Selectmen reviewed the minutes of the 10/14/08 meeting. Johnston made a motion to approve the minutes as written. Motion was seconded by Bryan, all voted in favor. The Board reviewed the minutes of the nonpublic meeting that was held 10/14/08. Bryan made a motion, seconded by Artimovich, to accept the minutes as written. All voted in favor.

The Board reviewed the notes:

- Mr. Gigante phoned and hopes to have the necessary drainage work done by 10/24/08.
- Gil Tuck investigated a report that someone is living in a camper behind NEI. He did find someone there and the individual will be out in 2 weeks.
- Waldron informed the Board of the details of the recent Epping Planning Board meeting with Sig Sauer. They will be erecting an 8' wooden fence to act as a buffer against noise. Given that, they were given approval to expand their shooting hours.
- The Board received a certified letter regarding the Phillips Dam and a reported recommendation from the DES to remove it.
- The Board signed a letter to the Judah's of Crawley Falls Road requiring that they remove the storage units that are on the Lindon property.
- The Gardiner's have signed the purchase and sales agreement to sell the ball field portion of the Lindon property to the Town. A motion was made by Bryan and seconded by Waldron to authorize Menter to sign the purchase and sales agreement once it arrives from the attorney's office. All voted in favor.
- Waldron made a motion, seconded by Bryan to accept a donation to the Brentwood Cemetery in the amount of \$125 for the purpose of purchasing a new flag. All voted in favor.

Building Inspector Gil Tuck was in with the following building permits which the Selectmen signed:

- John Agel of 91 Prescott Road to install electricity to an LP generator.
- Pilgrim United Church on Middle Road for a lighting retrofit of existing fixtures.

Kathy St. Hilaire was in representing the ZBA for the presentation of their proposed budget for 2009. Due to the reduction in the number of hearings she has reduced the requests as follows:

- ZBA Salary from \$1,100 to \$800
- FICA/Medicare reduces as a percentage of salary from \$100 to \$61.
- Postage/Legal Notices from \$1,000 to \$800. St. Hilaire explained this is an in & out item for which she gets reimbursed by the applicant.
- The overall budget is reduced from \$2,200 to \$1,661 (24.5%)

Julie Stevens presented the following budgets:

Town Meeting:

- Meeting moderator's salary is based on 1 Town election and 1 Town meeting for a total of 2 @ \$125 each = \$250.
- Town report printing is being requested for \$2,500. \$2,248 was spent in 2007 and there were some left over so even if the cost goes up, we could get away with ordering fewer.
- General Supplies & Misc both budgeted with \$1 to keep the lines open.
- Total budget request is \$2,752. This reduction of \$475 (14.7%) is a result of the reduction in number of elections from 2008.

Voter Registration:

- Clerks/Counters – 3 clerks @ \$100 each x 1 election = \$300
- Salaries/Supervisors – They are required for Town Election & Town Meeting.  
Mary: 1 @ \$225 + 1 @ \$200 = \$425  
Martha & JoAnn: 2ppl @ \$200 each = \$400 x 2 events = \$800  
\$1,225 total

The Supervisors recently met with the Selectmen and requested an increase to compensate for the amount of time they spend updating the checklist. The Board approved an increase from \$125 to \$200 per election.

- Meals/Services – meals = 1 election @ \$225  
Hall set-up = 1 election @ \$200  
\$425 total
- Public notices – reduced from \$600 to \$200 with the reduction in number of elections.
- Printing/Supplies – Also reduced accordingly. They are looking to purchase an additional scanner pen.
- Equipment/Maintenance - \$3000 was budgeted in '08 for the purchase of voting booths. No more booths are needed at this time so this line is being reduced to \$500 for any miscellaneous items they may need.
- Total budget is down from \$11,627 to \$4,152 (64.3%) as a result of the decrease in the number of elections.

Accounting & Auditing:

- Bookkeeping – 13 weeks @ \$15.31 x 27 hours/week = \$5,373.81  
39 weeks @ \$16.45 x 27 hours/week = \$17,321.85  
\$22,695.66

The Selectmen have asked that some of the AA's responsibilities be delegated to the bookkeeper. They will be as follows: open & distribute mail, process elderly and veterans credits, order supplies, do property transfers, process intent to cut

forms & report of cut forms. An increase from Grade VI/Step 6 to Grade VII/Step 6 is being recommended to compensate the bookkeeper for the additional responsibilities.

- Trustees bookkeeper - \$1 to keep line open.
- Health Insurance – Reduced to zero with the elimination of the office clerk's position.
- FICA/Medicare – Is a percentage of salaries.
- Auditing Services – Requesting \$14,500. Have not received an actual cost for next year. A contract is usually received in November with the following year's cost. It is not expected that the price will exceed \$14,500 as the '08 actual was \$12,796 and that was higher than usual since it was the initial year that an audit of the internal controls was also required.
- Total budget request is \$38,933 which is a decrease of 12.8% from 2008.

The Selectmen voted on the following budgets that were presented last week:

- Waldron made a motion, seconded by Bryan, to approve the Health Office budget in the amount of \$100. All voted in favor.
- A motion was made by Waldron to approve the General Assistance budget in the amount of \$6,655. Artimovich seconded the motion; all voted in favor.

Al Belanger and Doug Finan were in attendance to present the cemetery budget:

- Salaries - \$4,302 which includes a 2.4% increase plus a \$1,000 stipend for the clerk/bookkeeper. This stipend is a new item which the trustees support, and a job description was submitted.
- FICA/Medicare – is a % of salaries.
- Electrical Service – remaining the same as '08 at \$300.
- Fuel – level funding requested @ \$175.
- Groundskeeping - \$2,200 again requested for '09. This includes gravel for annual road repairs and materials for constructing an edging along the roadways to separate the gravel from the grass.
- Equipment - \$1 to keep the line open.
- Total budget is \$7,307 which is an increase of \$1,159 or 18.9%.

The cemetery trustees also gave the Board a copy of the Right of Interment Contract which will replace the use of the cemetery deed as recommended by the State. Belanger recommends it be reviewed by our attorney before use. Waldron will review.

Kevin Lemoine, Fire Chief, was in to discuss salaries for the 2 full-time firefighters. He explained that they have not received any step increases in about 5 years. Considering one has been there 8 years and the other 10 years, and comparing them to other area departments and our own Police personnel, he feels they are way under paid. Lemoine is asking for an increase from Grade X/Step 4 to Grade XIII/Step 6. In addition, he is considering changing them to a 42 ½ hour work week. The Board explained that increases are supposed to be based on merit and that the evaluations that were done on the 2 full-time firefighters do not indicate that they are deserving of the same increase. One clearly deserves more than the other and it provides no incentive to the one receiving lower marks if he is rewarded the same as the other. They discussed what their duties are when they are not out on calls. The Selectmen also mentioned the need for both full-

timers to get in better shape. After a lengthy discussion, Artimovich made a motion to approve a 1 step increase to Grade X/Step 5 (which represents a 5.4% increase) for 1 firefighter, and a 2 step increase to Grade X/Step 7 (which represents a 8.5% increase) for the other; and approve a 42 ½ hour work week. The motion was seconded by Waldron; all voted in favor. Artimovich pointed out that the police officer they were being compared to is a Sergeant and at this time the two full time personnel at the fire department are classified as firefighters. Artimovich recommended that Lemoine consider coming back to the Board next year with the positions reclassified as Deputy and Lieutenant and perhaps then they could be compared to a Police Sergeant.

Lemoine then informed the Selectmen that one of the fire trucks needs 4 new tires at a cost of about \$1,300 and he does not have enough money in his budget to cover them. He asked if the Board would like him to wait until January or if he can purchase them now, before the snow season. Bryan made a motion to approve the purchase of the tires this year with payment coming from the contingency fund. The motion was seconded by Artimovich; all voted in favor.

At 8:10 p.m. Waldron made a motion to go into nonpublic session per RSA 91-A:3, II(a) to conduct Lemoine's employee evaluation. Motion was seconded by Johnston. Menter, Johnston, Bryan, Artimovich, and Waldron voted in favor.

At 8:25 p.m. Bryan made a motion, seconded by Johnston, to return to public session and seal the minutes. Menter, Johnston, Bryan, Artimovich, and Waldron voted in favor.

Wayne Robinson, Police Chief, was in to discuss car #5, the cruiser that is having transmission and electrical problems and is being replaced with the new one. Adamson's is offering to sell it for the Town and the money collected will be used as a credit. Adamson's outfits the new cruisers for the Town so the credit will definitely get used. The Board agreed to have them sell it.

Wayne Robinson, as Road Agent, then informed the Selectmen that Hollis Martin will not be plowing for the Town this year. Tim, therefore, will move up to the 6-wheeler, and Steve Arkell and his brother will take turns filling in on Tim's truck. Julie will check to see if a physical is required before they are allowed to plow. In addition, Robinson asked for permission to remove some trees from Rowell Road West that are in the way. The Board granted him permission.

The Selectmen postponed discussion of the Administrative Assistant's position.

At 8:40 p.m. Artimovich made a motion, with a second by Bryan, to adjourn. All voted in favor.

Respectfully submitted,

Julie Stevens

